

TUOLUMNE COUNTY DEPARTMENT OF SOCIAL SERVICES
Eligibility Division of Policies and Procedures

Subject: Good Cause Determination for Submitting a
 Late Semi-Annual Report

Effective Date: May 7, 2012

Revision Date: January 1, 2018

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| Background | Eligibility Assistance and Standards (EAS) manual section 40-181.23 and DSS ACL 12-25 requires the county to determine good cause for submitting a late semi annual report (SAR7) for the CalWORKs and/or CalFresh programs. |
| Policy | <p>The Eligibility Worker conducts an automatic review of good cause beginning the 2nd working day of the month through the last working day of the month following the effective date of discontinuance due to the client’s failure to submit a complete semi-annual report.</p> <p>Once the full calendar month as passed since the effective date of discontinuance the client may not claim good cause and must reapply for CalWORKs and/or CalFresh benefits.</p> |
| Good Cause Criteria | <p>Good cause exists in only the following situations:</p> <p>(a) When the recipient is suffering from a mental or physical condition which prevents timely and complete reporting.</p> <p>(b) When the recipient's failure to submit a timely and complete report is directly attributable to county error.</p> <p>(c) When the county finds other extenuating circumstances.</p> |
| Request for Good Cause | <p>A request for good cause constitutes any of the following actions:</p> <ul style="list-style-type: none"> • Reapplication for CalWORKs and/or CalFresh benefits in the month following the effective date of discontinuance. • Request for a fair hearing in the month following the effective date of discontinuance • Any clear verbal or written request the client wants an opportunity to present an explanation for not meeting the semi-annual reporting requirements. |
| Procedure | <p>The Eligibility Specialist reviews the client’s request for good cause and if the client meets a Good Cause criteria proceed as follows:</p> <ul style="list-style-type: none"> • Obtain a complete SAR7 • Restore benefits effective the date of discontinuance • Determine eligibility and benefits using the information reported on the SAR 7 |